

## Minimum Qualifications

Equivalent to a Bachelor's degree from an accredited college or university in business, public administration, or related field. Five years of full time, professional-level experience in records management, elections, and/or other related fields including two years of administrative and supervisory responsibility. Knowledge of pertinent Federal, State and local laws, codes and regulations related to municipal elections and records management and retention is also required.

## Additional Qualifications

Certification as a Certified Municipal Clerk is highly desired. Bilingual (Spanish/English) verbal and written communication skills are also desirable.

## Selection Criteria

Applicants whose experience and training most closely suit the needs of the City may be selected for further testing/interviews. The City of Tempe conducts thorough background checks. Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment.

## Salary & Benefits

The City provides an outstanding comprehensive benefits package. The annual salary range is \$85,057- \$114,826. Additional benefits include 14-24 paid vacation days per year (depending upon length of service); additional 56 hours of executive leave per year; \$500 per month car allowance; 12 paid sick leave days per year; 12 paid holidays per year; health, dental, life, and vision care coverage plans; up to \$5,000 per year tuition reimbursement; and Arizona State Retirement System (ASRS) and deferred compensation plans.

## How To Apply

Applicants are required to submit a completed City of Tempe application. Applications are available from the Human Resources office or can be downloaded from the City of Tempe website at [www.tempe.gov](http://www.tempe.gov). Recruitment code: RC# 2150. Application packets should be submitted to:

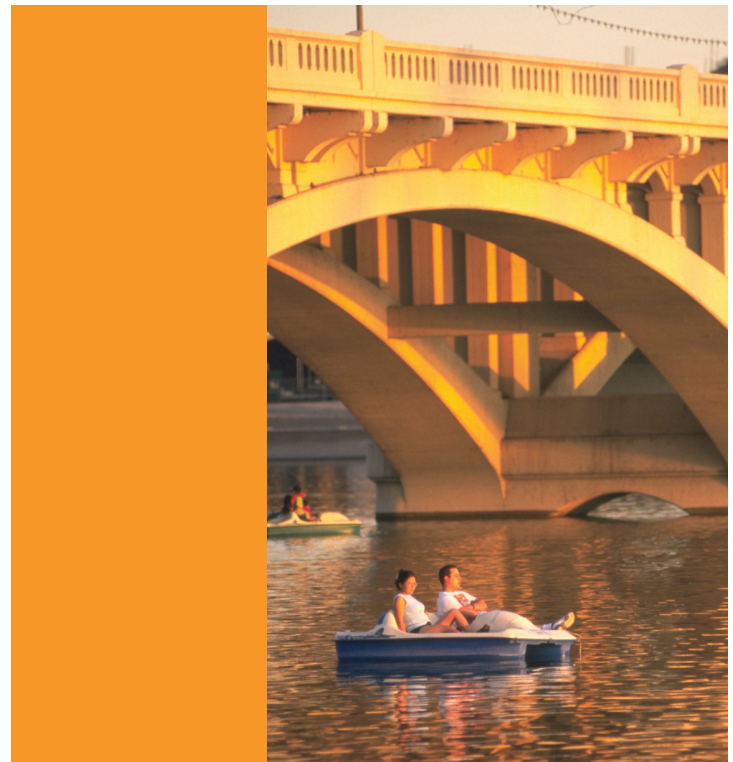
City of Tempe  
Human Resources Division  
20 East 6th Street  
Tempe, AZ 85281

For further information on the City of Tempe or the City Clerk position, please contact:

Lawrence LaVictoire, Sr. Human Resource Analyst  
(480) 350-8277

Bruce Gardner, Human Resources Administrator  
(480) 350-8246

# Tempe City Clerk Recruitment



*Opening Date:*  
Monday, August 21, 2006

*Closing Date:*  
Monday, October 2, 2006

*Annual Salary Range:*  
\$85,057 - \$114,826



## The Community

With a population of over 165,000, Tempe encompasses nearly 40 square miles in the heart of the metropolitan area. Guided by progressive community leadership and responsible city management, Tempe has grown into a dynamic and sophisticated city with solid financial reserves and a multifaceted economic base.

Making Tempe a center of educational excellence, Arizona State University occupies 700 acres in the heart of the downtown area and has one of the country's largest enrollments of undergraduate and graduate students representing all 50 states and more than 100 countries. In addition to its extensive and high quality academic programs, ASU provides the community with a rich variety of cultural attractions.

## Culture

Tempe residents enjoy an unsurpassed quality of life, including diverse recreational and leisure opportunities. Residents also enjoy Tempe's various cultural and art activities at its many venues that include the Tempe Performing Arts Center, as well as events at the Grady Gammage Memorial Auditorium (designed by Frank Lloyd Wright), and the Nelson Fine Arts Center. In addition, the Tempe Center for the Arts is a new modern cultural and art facility currently under construction on the Tempe Town Lake. Moreover, Downtown Tempe's Mill Avenue and the Tempe Beach Park host a variety of festivals and events each year.



## Business

Tempe's prime location in the center of the thriving Phoenix metropolitan area contributes to its success in attracting and keeping dynamic companies within its borders. Tempe is surrounded by freeways providing quick and easy access to Sky Harbor International Airport and to markets in California, Texas, the Rocky Mountain States and Mexico.



## The Position

The City Clerk provides visionary and innovative leadership while actively supporting and upholding

the City's stated mission and values. To this end, the City Clerk plans, directs, and implements the activities and operations of the City Clerk's Office while developing and maintaining the City's records management program. This position also performs a variety of responsible supervisory and administrative tasks related to the management of this department. Listed below are some of City Clerk's duties (For the complete job description go to: <http://www.tempe.gov/hrcc/docs/>):

- Manage, direct and organize activities of the City Clerk's Office including records management and elections.
- Attend City Council meetings and study sessions; record all official proceedings; supervise the preparation of minutes and other documents; direct the publication, filing, indexing and storage of all proceedings of the City Council.
- Recommend goals and objectives of policies and procedures of the City Clerk's Office.
- Direct, oversee and participate in the development of the office work plan; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures.
- Coordinate and maintain the records management program; participate in the development of computerized systems for the City's record systems; establish a records management manual to identify official records and to schedule orderly destruction of records according to established procedures.
- Research, develop, plan and implement records systems in all City departments.
- Plan and administer periodic City elections in accordance with City code, State statutes and Federal regulations. Oversee preparation and distribution of candidate petitions.
- Post and advertise official meetings, public hearings, calls for bids and other documents of public interest; maintain affidavit of publications and postings.

This is an unclassified position, which means employment is subject to termination by the employee or the City at any time for any reason, unless otherwise stated in a written contract of employment. Per the City of Tempe's Personnel Rules and Regulations, Rule 3, Section 301.B., this position requires that the successful candidate be a resident of the City of Tempe within a time period after their appointment date designated by the City Council or the City Manager, respectively.



# EMPLOYMENT OPPORTUNITY

20 East Sixth Street • Tempe, Arizona 85281 • 480/350-8276 • TDD 480/350-8400  
<http://www.tempe.gov>

Committed to Equal Opportunity and Reasonable Accommodation

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## CITY CLERK

### Revised Closing Date

**Applicants must submit a completed City of Tempe Application**

**OPENING DATE: August 21, 2006**

**CLOSING DATE: October 2, 2006**

**ANNUAL SALARY RANGE: \$85,057- \$114,826**

### **POSITION INFORMATION**

This is an unclassified position, which means employment is subject to termination by the employee or the City at any time for any reason, unless otherwise stated in a written contract of employment. Per the City of Tempe's Personnel Rules and Regulations, Rule 3, Section 301.B., this position requires that the successful candidate be a resident of the City of Tempe within a time period after their appointment date designated by the City Council or the City Manager, respectively.

### **MINIMUM QUALIFICATIONS**

Equivalent to a Bachelor's degree from an accredited college or university in business, public administration, or related field. Five years of full time, professional-level experience in records management, elections, and/or other related fields including two years of administrative and supervisory responsibility. Knowledge of pertinent Federal, State and local laws, codes and regulations related to municipal elections and records management and retention is also required.

### **ADDITIONAL QUALIFICATIONS**

Certification as a Certified Municipal Clerk is highly desired. Bilingual (Spanish/English) verbal and written communication skills are also desirable.

### **REPRESENTATIVE DUTIES**

- Manage, direct and organize activities of the City Clerk's office including records management and elections.
- Attend City Council meetings and study sessions; record all official proceedings; supervise the preparation of minutes and other documents; direct the publication, filing, indexing and storage of all proceedings of the City Council.
- Recommend goals and objectives of policies and procedures of the City Clerk's office.
- Direct, oversee and participate in the development of the office work plan; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures.
- Coordinate and maintain the records management program; participate in the development of computerized systems for the City's record systems; establish a records management manual to identify official records and to schedule orderly destruction of records according to established procedures.
- Research, develop, plan and implement records systems in all City departments.

- Supervise and participate in the development and administration of the office budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement midyear adjustments.
- Plan and administer periodic City elections in accordance with City code, State statutes and Federal regulations. Oversee preparation and distribution of candidate petitions.
- Post and advertise official meetings, public hearings, calls for bids and other documents of public interest; maintain affidavit of publications and postings.
- Coordinate office activities with those of other departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct any deficiencies.
- Serve as Secretary for the local police and firefighters public safety retirement boards; maintain pension records.
- Receive and distribute claims, summons and complaints.
- Plan and direct the maintenance, updating and filing of official municipal documents.
- Assist the public and City staff by providing information and research assistance.

### ***SELECTION CRITERIA***

Applicants whose experience and training most closely suit the needs of the City may be selected for further testing/interviews. The City of Tempe conducts thorough background checks. **Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment.**

RECRUITMENT CODE: 2150

LAL/eab



# City of Tempe / Application for Employment

City of Tempe / Human Resources / 20 East Sixth Street / Tempe AZ 85281 / (480) 350-8276 / TDD (480) 350-8400 / <http://www.tempe.gov>

**The City of Tempe is an Equal Opportunity / Reasonable Accommodation Employer.**

***The City of Tempe Promotes a Drug and Alcohol Free Workplace.***

## **DIRECTIONS:**

Read the recruitment bulletin before completing this application - request a copy if not provided. Answer all questions completely including any supplemental forms. Type or print neatly in black ink. Sign this application and all other forms. Any omission, misstatement, or falsification may be cause for rejection of this application, removal of your name from an eligibility list, or discharge from City Service.

1. Position Applying For: \_\_\_\_\_ Recruitment Code (RC#): \_\_\_\_\_
2. Name (Last, First, Middle Initial): \_\_\_\_\_
3. Social Security Number: \_\_\_\_\_
4. Mailing Address: \_\_\_\_\_  
Street Address City State Zip
5. Phone Number: HOME: \_\_\_\_\_ WORK: \_\_\_\_\_
6. Driver's License (Number, State, Class): \_\_\_\_\_
7. Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? Yes No
8. Have you ever worked for the City of Tempe? Yes No If Yes, from \_\_\_\_\_ (Mo/Yr) to \_\_\_\_\_ (Mo/Yr)  
If you are a current City of Tempe employee, are you: Temporary? Regular?  
Have you completed your initial six (6) month probationary period? Yes No
9. To assist us with verifying previous work experience and /or education, please list other names you have gone by:  
\_\_\_\_\_
10. Type of position you will accept: Full Time Part Time Regular Temporary
11. Are you claiming Civil Service Preference for Veteran's under ARS 38-492:
  - As a qualified or disabled veteran? Yes No If yes, you must submit Form DD214, or certification from the Veteran's Administration.
  - As a spouse of an eligible veteran pursuant to ARS 38-492(D)? Yes No If yes, you must submit Form DD214, or certification from the Veteran's Administration.
12. Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee? Yes No If Yes, indicate his/her **Name, Position, and Relationship to you:**  
\_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE - TURN PAGE AND CONTINUE**

Q ☐ NQ ☐ A ☐ B ☐ C ☐ Application Entered ☐

HR Review ☐

Date

Department Review ☐

Date

***Proof of Education and/or Professional Registration(s), License(s), and Certification(s) will be required prior to hire/promotion.***

13. Do you have a High School Diploma or a G.E.D.?      Yes      No

14. Education from an **Accredited** College/University:

College:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			Yes    No	
			Yes    No	
			Yes    No	
			Yes    No	

15. Trade and/or Technical Schools:

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:	Credit Hours:
			Yes    No	
			Yes    No	

16a. Professional Registration(s), License(s), and/or Certification(s) you possess ***that relate to this position:***

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

16b. Special training ***that relates to this position:***

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17. List computer software program(s) with which you are proficient in operating ***that relate to this position:***

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18. List equipment with which you are proficient in operating ***that relate to this position:***

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19. Language Proficiency (Other than English):

Language:	Speak:	Read:	Write:
	Yes    No	Yes    No	Yes    No
	Yes    No	Yes    No	Yes    No
	Yes    No	Yes    No	Yes    No

20. **May we contact your current employer if you are considered for hire/promotion?**      Yes      No



***You may make copies and use as many of these sheets as necessary to continue your employment history.***

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated **solely** on the application form and, if applicable, any supplemental questionnaire(s).

RESUMES MAY **NOT** BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

**DO NOT WRITE "SEE RESUME" IN THE SPACES BELOW.**

Employer:	Type of Business:		
Address:	Phone:		
Job Title:	Number of Employees Supervised:		
Supervisor (Name/Title/Phone):			
Employment Dates: from	(Mo/Yr)	to	(Mo/Yr)
Total Time Employed:		Yrs	Mos
Hours Per Week:	Present/Ending Wage: \$ Per		
Work Performed:			
Reason for Leaving:			

Employer:	Type of Business:		
Address:	Phone:		
Job Title:	Number of Employees Supervised:		
Supervisor (Name/Title/Phone):			
Employment Dates: from	(Mo/Yr)	to	(Mo/Yr)
Total Time Employed:		Yrs	Mos
Hours Per Week:	Ending Wage: \$ Per		
Work Performed:			
Reason for Leaving:			

Employer:	Type of Business:		
Address:	Phone:		
Job Title:	Number of Employees Supervised:		
Supervisor (Name/Title/Phone):			
Employment Dates: from	(Mo/Yr)	to	(Mo/Yr)
Total Time Employed:		Yrs	Mos
Hours Per Week:	Ending Wage: \$ Per		
Work Performed:			
Reason for Leaving:			

***You may make copies and use as many of these sheets as necessary to continue your employment history.***

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated ***solely*** on the application form and, if applicable, any supplemental questionnaire(s).

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Employer:	Type of Business:		
Address:	Phone:		
Job Title:	Number of Employees Supervised:		
Supervisor (Name/Title/Phone):			
Employment Dates: from	(Mo/Yr)	to	(Mo/Yr)
Total Time Employed:		Yrs	Mos
Hours Per Week:	Present/Ending Wage: \$ Per		
Work Performed:			
Reason for Leaving:			

Employer:	Type of Business:		
Address:	Phone:		
Job Title:	Number of Employees Supervised:		
Supervisor (Name/Title/Phone):			
Employment Dates: from	(Mo/Yr)	to	(Mo/Yr)
Total Time Employed:		Yrs	Mos
Hours Per Week:	Ending Wage: \$ Per		
Work Performed:			
Reason for Leaving:			

Employer:	Type of Business:		
Address:	Phone:		
Job Title:	Number of Employees Supervised:		
Supervisor (Name/Title/Phone):			
Employment Dates: from	(Mo/Yr)	to	(Mo/Yr)
Total Time Employed:		Yrs	Mos
Hours Per Week:	Ending Wage: \$ Per		
Work Performed:			
Reason for Leaving:			



Employer:	Type of Business:		
Address:	Phone:		
Job Title:	Number of Employees Supervised:		
Supervisor (Name/Title/Phone):			
Employment Dates: from	(Mo/Yr)	to	(Mo/Yr)
Total Time Employed:		Yrs	Mos
Hours Per Week:	Ending Wage: \$		Per
Work Performed:			
Reason for Leaving:			

21. Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?

Yes No If Yes, please explain:

--

22. Have you ever been convicted of a **misdemeanor** or **felony** (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence (include military trial convictions)?

*Note: Reckless operation, hit-and-run, D.U.I., excessive speeding, and similar charges are NOT considered minor traffic offenses. Moreover, an excessive number of traffic violations (including minor/civil offenses) should be reported.*

Yes No If Yes, provide charges, dates and locations:

--

**Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered.**

**PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL .**

I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

By checking this box and typing your name below, you certify that you have read and understand the above paragraph.

Print Applicant's Name: \_\_\_\_\_ Date\_\_\_\_\_

Applicant Signature\_\_\_\_\_ Date\_\_\_\_\_

***The City of Tempe does not accept faxed copies of applications.***



# Voluntary Employment Data Record

Completing ethnicity, gender, age and disability information is **OPTIONAL**; it is used for statistical reporting purposes only. It is **NOT** disclosed to the hiring department.

Position Applied for: \_\_\_\_\_ RC#: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First

Gender: Female Male

Disabled: Yes No

**Ethnic Group:**

White

Black

Hispanic

Asian

American Indian

Other

**Age Group:**

16 and under

17 – 20

21 – 29

30 – 39

40 +

Highest grade completed: \_\_\_\_\_

How did you hear about this position: \_\_\_\_\_